

No.NEHHDC/CO/HR/2026-27/254/7238

Dated the Guwahati 10th June 2026

NOTICE FOR WALK IN INTERVIEW

North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHDC), is a Central Public Sector Enterprise (CPSE) under the Ministry of Development of North Eastern Region (DoNER), is dedicated to promoting and developing the rich heritage of artisans and weavers across the North Eastern Region.

NEHDC invites applications from eligible and interested candidates to attend a "Walk-in Interview" scheduled to be held on 18.06.2026 (Thursday) at 10:00 AM for engagement on a contractual basis for a period of 1 (one) year at Corporate Office, Guwahati:

- Name of Post:** Asstt. Manager (Sr. Grade), Skill Development Enterprise & Livelihood Promotion
Level: E0
No. of Post: 01 (One)
Educational Qualifications: Postgraduate in Rural Development, Social Work, Textile Technology, Fashion Technology, Agriculture/Sericulture or equivalent from a recognized University.
Age: Maximum 40 Years
Consolidated Pay: Rs. 35,000/- Per Month
Minimum Experience: minimum 5 years of post-qualification experience in skill development, livelihood promotion, handloom/handicraft cluster development, artisan capacity building, market linkage and implementation of government development programmes
Place of posting: Corporate Office, Guwahati

Job Requirements:

- Prepare and draft project proposals, concept notes, reports, and official correspondence related to skill development, enterprise promotion, and livelihood initiatives.
- Develop presentations, project documentation, meeting notes, and other supporting materials for reviews, stakeholder consultations, and project submissions.
- Coordinate and liaise with government departments, implementing agencies, training partners, beneficiaries, and other stakeholders for effective project execution.
- Plan, organize, and facilitate training programmes, workshops, awareness campaigns, and capacity-building activities under various schemes and projects.

CIN: U361010ML1977GOI001696 | website: www.nehhdcl.com | email: md.nehhdcl@gmail.com

शिल्प संवर्धन एवं अनुभव केंद्र, गरचुक, पमोही रोड, गुवाहाटी- ७८१०३५

Crafts Promotion & Experience Center, Garchuk, Pamohi Road, Guwahati- 781035

Registered Office: ISBT MTC, Mawiong, Shillong - 793016, Meghalaya

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5. Monitor project implementation, maintain progress records, compile data, and prepare periodic reports for management and funding agencies.
6. Provide administrative and operational support in the execution of skill development, entrepreneurship, and livelihood promotion programmes.

2. Name of Post: Asstt. Manager (Sr. Grade), Finance and Accounts

Level: E0

No. of Post: 01 (One)

Educational Qualifications: Bachelor of Commerce from a recognized university or institute.

Age: Maximum 40 Years

Consolidated Pay: Rs. 35,000/- Per Month

Minimum Experience: Minimum 5 years of relevant professional experience; however, candidates possessing CA Intermediate (CA Inter) qualification may be considered with a minimum of 3 years of relevant experience. Proficiency in Tally ERP/Tally Prime and MS Office applications, particularly MS Excel. Sound knowledge of accounting principles, TDS, GST, bank reconciliation, financial reporting, and statutory compliances.

Place of posting: Corporate Office, Guwahati

Job Requirements:

1. Supervise and manage day-to-day accounting operations, ensuring accurate recording of financial transactions and maintenance of books of accounts in Tally.
2. Monitor posting of bank transactions (excluding Sales Units/Emporium accounts) and ensure correctness of journal, payment, receipt, contra, and adjustment entries.
3. Review and prepare monthly Bank Reconciliation Statements (BRS) for corporate bank accounts and ensure timely resolution of outstanding items and discrepancies.
4. Assist in preparation of monthly, quarterly, and annual financial statements, schedules, and reports in accordance with applicable accounting standards and organizational requirements.
5. Prepare and review statements, workings, and supporting documents for TDS compliance, ensuring timely deduction, deposit, and filing of returns.
6. Assist in GST accounting, reconciliation, return preparation, and compliance with statutory provisions.
7. Coordinate with statutory auditors, internal auditors, tax consultants, and regulatory authorities and provide requisite financial information, records, and documentation.
8. Monitor compliance with financial policies, accounting procedures, statutory regulations, and internal control systems.
9. Assist in budget preparation, expenditure monitoring, financial analysis, and management reporting.
10. Maintain proper documentation and records for audit, taxation, and statutory compliance purposes.
11. Guide and supervise subordinate accounting personnel and ensure timely completion of assigned tasks.



3. **Name of Post:** Sr. Executive, Laboratory Quality Control
Level: S2
No. of Post: 01 (One)
Educational Qualifications: Bachelor's Degree in Science from a recognized University or Institute.
Age: Maximum 35 Years
Consolidated Pay: Rs. 27,500/- Per Month
Minimum Experience: Minimum 3 years of relevant experience
Place of posting: Corporate Office, Guwahati

Job Requirements:

1. Manage and oversee quality control activities of the Textile Testing Laboratory, ensuring compliance with NABL requirements, ISO/IEC 17025 standards, and applicable testing regulations.
2. Conduct, supervise, and review testing of textile materials and products, ensuring accurate, reliable, and timely reporting of test results.
3. Maintain and implement the laboratory quality management system in accordance with ISO/IEC 17025, including documentation control, SOPs, method validation/verification, risk management, and corrective and preventive actions.
4. Coordinate equipment calibration, maintenance, proficiency testing, measurement traceability, and quality assurance activities to ensure technical competence and reliability of test results.
5. Participate in NABL assessments, internal audits, management reviews, and compliance activities, and ensure timely closure of non-conformities and observations.
6. Undertake research and development work related to textiles, testing methodologies, product quality improvement, and laboratory capability enhancement.

4. **Name of Post:** Sr. Executive, IT and Public Relations
Level: S2
No. of Post: 01 (One)
Educational Qualifications: Bachelor's Degree in Computer Science / Information Technology / Computer Applications (B.Tech/B.E./BCA/B.Sc. IT) from a recognized University or Institute.
Age: Maximum 35 Years
Consolidated Pay: Rs. 25,000/- Per Month
Minimum Experience: Minimum 3 years of relevant experience
Place of posting: Corporate Office, Guwahati

Job Requirements:

1. Provide IT support by resolving hardware, software, network, and user-related issues through effective helpdesk management.
2. Maintain IT systems and infrastructure, ensuring smooth operation of computers, peripherals, and software applications.
3. Manage IT assets and licenses, including inventory control, procurement, deployment, and maintenance.



4. Prepare technical documentation such as system records, user guides, and incident resolution reports.
5. Develop Power BI dashboards and reports to visualize data and support informed decision-making.
6. Generate MIS reports and analyze data to monitor performance and provide management insights.
7. Manage social media and digital communications by creating and publishing content across organizational platforms.
8. Coordinate promotional and communication activities through event publicity, multimedia content creation, and brand management.

5. Name of Post: Executive, Laboratory Operations

Level: S1

No. of Post: 01 (One)

Educational Qualifications: Diploma in Textile Technology from a recognized university or institute.

Age: Maximum 33 Years

Consolidated Pay: Rs. 20,000/- Per Month

Minimum Experience: Minimum 2 years of relevant experience

Place of posting: Corporate Office, Guwahati

Job Requirements:

1. Possess comprehensive knowledge of textile testing, including mechanical, physical, and chemical testing methods, relevant standards, testing procedures, and interpretation of results.
2. Conduct textile testing as per relevant national and international standards to ensure product quality and compliance.
3. Monitor laboratory operations, testing activities, and environmental conditions to maintain quality and efficiency.
4. Prepare, review, and maintain testing reports, technical records, laboratory documentation, and testing data accurately.
5. Handle laboratory accounts data, testing invoices, payment records, quotations, and related administrative documentation.
6. Coordinate calibration, verification, and maintenance of testing instruments while supporting NABL/ISO 17025 compliance activities.

The Walk-in Interview is scheduled to be held on 18.06.2026 (Thursday) from 10:00 AM onwards at North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHHDC), Craft Promotion and Experience Centre, Gorchuk-Pamohi Road, Guwahati – 781035. The registration process for the Walk-in Interview will be conducted on the same day from 10:00 AM to 11:00 AM.



Interested and eligible candidates may register and appear for the Walk-in Interview as per the above schedule. Candidates are required to bring original testimonials along with one set of self-attested copies of their educational qualifications, experience certificates, and other relevant documents. A detailed resume may also be submitted along with the application.



**Shri Mara Kocho, IES
Managing Director**

Note: For any query please contact 91-8473954630

प्रबंध निर्देशक
Managing Director
पूर्वात्तर हस्तशिल्प और हथकरघा विकास निगम लिमिटेड
North Eastern Handicrafts & Handlooms
Development Corporation Ltd.
(भारत सरकार का उद्यम)
(A Govt. of India Enterprise)
डोनर मंत्रालय, भारत सरकार के अधीन
Under the Ministry of DoNER, Government of India

GENERAL TERMS & CONDITIONS:

- 1) Before applying for the post, candidates should ensure that he/she fulfills the eligibility and other criteria mentioned in this advertisement.
- 2) The registration process of Walk in Interview will be held on 18.06.2026 (Thursday), from 10:00 am to 11:00 am. Applications received after scheduled time will not be considered.
- 3) All qualifications must be from UGC recognized University/ UGC recognized deemed University or AICTE approved autonomous institutions (where ever applicable).
- 4) The applicant must be citizen of India.
- 5) The candidate should not have exceeded the age limit as on 01 June, 2026.
- 6) The candidates having minimum experience of working under Central/State Govt./Public Sector Undertaking/ Autonomous will be preferred.
- 7) All the applicants should preferably have good computer knowledge and communication skills.
- 8) No. of post may vary as per the requirement of the Corporation.
- 9) The engagement will be initially for a period of 1(One) year. However, depending upon the requirement of the Corporation and the performance of the person engaged, the period of engagement can be extended.

- 10) The engaged person will be entitled to draw a consolidated monthly remuneration and he will be eligible for PF, ESIC/Medical Insurance, Group Insurance as per the rules of the Corporation. He/she will be entitled to Leaves as per the rules of the Corporation.
- 11) The engaged persons are liable to be transferred to any other location/ branch as and when required by the Corporation.
- 12) During the validity of the contract of engagement, while on duty, engaged person shall observe the punctuality and discipline.
- 13) This contract of engagement is terminable by the Corporation at any point of time without prior notice if the performance of the engaged person is not found satisfactory.
- 14) The engaged person also reserves his/her right of terminating this contract of engagement by giving the Corporation one month's prior notice in writing.
- 15) The engaged person will have no right to claim any additional benefit/compensation/absorption/regularization of services in the Corporation during or after the period of engagement under any provision.
- 16) Persons working under Central/State Govt./Public Sector Undertaking/ Autonomous, bodies should submit "NO OBJECTION CERTIFICATE" at the time of interview, from their present Employer.
- 17) The candidates are advised to give specific, correct, full information. In case it is detected at any stage that a candidate does not fulfill the eligibility criteria, his / her candidature shall be rejected / cancelled without assigning any reason, thereof.
- 18) Similarly, even after joining, if it is found that he/she has furnished any incorrect information or suppressed any material information, his/her services shall be summarily terminated.
- 19) The Management reserves the right to call suitable/short-listed candidates for interview.
- 20) In case no suitable candidate is found, management may consider for appointment of the candidate by relaxing age / qualification / experience. In such cases Management may also consider appointment at the next lower level or at any suitable position as deemed fit at a suitable remuneration to meet the immediate requirement.
- 21) NEHHDC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
- 22) Mere fulfillment of eligibility criteria/norms does not entitle a candidate to be called for test/interview. Management reserves the right to raise standard of specifications i.e. qualification /percentage of marks / experience higher than that of the minimum



prescribed in the advertisement to restrict the number of candidates to be called for test/interview.

- 23) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto shall be subject to jurisdictions of Court at Guwahati only.
- 24) No TA/ DA will be paid to any candidate for appearing in the interview.
- 25) Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.
- 26) Any modifications / amendments in the advertisement will be given on the NEHHDC website only i.e. www.nehhdc.com and no separate advertisement will be issued.

All important information regarding this recruitment will be available on the NEHHDC website www.nehhdc.com and as such, candidates are advised in their own interest to visit the website periodically to get update.

